



Clark County Department of Building & Fire Prevention

4701 West Russell Road ▪ Las Vegas NV 89118

Tel (702) 455-3000 ▪ Fax (702) 221-0630

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| Division: | Building Division | Directive | BI-DI-019 |
| Subject: | VEHICLE ACCIDENTS – REQUIRED DISCIPLINARY ACTION | Effective Date: | 05/29/2009 |
| Code: | N/A | Reviewed Date: | 05/26/2015 |

GENERAL DIRECTIVE:

The safety of our employees and that of the public may be negatively impacted through unsafe driving practices. To assist in proper training and in an effort to improve the behavioral patterns of our employees following a vehicular accident for which they were responsible, progressive discipline shall be administered.

Attached is a memorandum which is to be used as a template in providing a documented oral warning to an employee for unsafe driving resulting in an accident. This is not to be optional; it shall be used on the first occurrence of an employee causing a vehicular accident while driving a County vehicle. In the event the employee has a second (or more) such accident, the appropriate progressive step of discipline will be administered by the supervisor and/or manager.

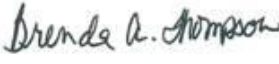


Continual reinforcement of this department's stance on this issue should be made to staff with a high emphasis placed on the need to improve safety for all concerned.

Attachment: Memo Template

Revision History:

| POLICY # | TITLE | Effective Date | Revised | Reviewed |
|-----------|--|----------------|---------|------------|
| DS-DI-019 | Vehicle Accidents – Required Disciplinary Action | 05/29/2009 | New | |
| BI-DI-019 | Vehicle Accidents – Required Disciplinary Action | | | 12/28/2012 |
| BI-DI-019 | Vehicle Accidents – Required Disciplinary Action | | | 08/01/2013 |
| BI-DI-019 | Vehicle Accidents – Required Disciplinary Action | | | 07/30/2014 |
| BI-DI-019 | Vehicle Accidents – Required Disciplinary Action | | | 05/26/2015 |

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| Division: | Building Division | Policy & Procedure | BI-DI-019 |
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| Developed by: | Reviewed by: |
|  Brenda A. Thompson <i>Inspections Manager</i> |    Ted Droessler Kevin McOsler Brenda Thompson <i>Engineering Manager</i> <i>Plans Exam Manager</i> <i>Inspections Manager</i> |
| Reviewed by: | Approved by: |
|  Samuel D. Palmer, P.E. <i>Assistant Director</i> |  Ronald L. Lynn <i>Director/Building & Fire Official</i> |

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MEMORANDUM

**Department of Building & Fire Prevention/
Building Division**

RONALD L. LYNN
Director/Building/Fire Official

TO: *Employee*

FROM: *Supervisor (or Manager)*

SUBJECT: Documented Oral Warning

DATE: *Today's Date*

On _____, you were involved in an accident while driving a County Vehicle. It was determined that you were at fault in the accident; thereby, you are required to appear in front of the "Post Accident Review Committee." You will receive notification from the department's Safety Officer of your scheduled appearance date, time and location. Further, you are hereby directed to take the on-line Supplemental Driver Safety Training available on the Clark County Intranet's ClarityNet System. You will be provided the log-in information necessary to complete the Driver Safety course within the next five working days. You are to successfully complete this training within ten working days of receipt of the log-in information.

This documented oral warning shall also serve as a reminder that if you are involved in other driving accidents while operating a County vehicle for which you are determined at fault, it will result in you receiving progressive discipline in accordance with this department's disciplinary guidelines. For your safety, and the safety of our community, drive attentively at all times using the defensive driving skills presented in your training.

You have five working days from the receipt of this document to submit a rebuttal in writing. The rebuttal comments must be restricted to the content of this Documented Oral Warning. This rebuttal shall be directed to the Director of Human Resources, with copies as listed below.

cc: Ronald L. Lynn, Director/Building Official
Samuel D. Palmer, Assistant Director
Brenda Thompson, Manager Building Inspections
Karen Shelton, Financial Office Specialist
Lenora Soil-Ali, Sr. HR Analyst
Division/Section Manager concerned